Learning Management System (LMS) Quick Reference

Introduction

WIC is excited to announce new MI-WIC Web-Based Training (WBT) courses. The interactive courses will provide knowledge and understanding on how to use and navigate in the MI-WIC system. To access the courses you must have access to **Internet Explorer** .

Access the Learning Management System

1. Launch or open **Internet Explorer** .
2. Go to https://learning.mihealth.org/SOLO/
3. Click on the **First Time User** button
4. Complete the five required fields, User Name, Password, First Name, Last Name, and Email.
5. Click on the **Register** button. The page will refresh and return to the login page.
6. Enter the **User Name** and **Password** you created in step 4.
7. Click on the **Go** button. The page will refresh to the Home page.
8. Click on the **My Learning Path** tab in the upper right hand corner.
9. A list of all of the courses will display. There will be a number of pages as indicated by the 1,2,3,4 hyperlinks. Click on the page number hyperlinks to navigate through the pages. The M-IWIC courses will all start with MI-WIC to keep them grouped together. These are the following classes:
   a. **Michigan WIC Civil Rights Training 2012**
   b. **MI-WIC Admin Module**
   c. **MI-WIC Advanced CPA - High Risk Care Planning**
   d. **MI-WIC All Clinic Staff Training**
   e. **MI-WIC Clerk Training**
   f. **MI-WIC CPA Training**
10. Click on the desired course name hyperlink to start the course.

Reminders

- ✓ You must have access to Internet Explorer.
- ✓ You must click on the **Exit** button on the last page of the course for the course to be marked complete.
- ✓ The course completion percentage does not show on your **Learning Page** until you either refresh the page or exit and re-enter the **Learning Management System (LMS)**.